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ABSTRACT

This program guide for participants is part of the Job Search Skills package. (An instructor guide and five competency booklets are available separately as CE 031 965-971.) It is divided into two sections. The introduction explains the concept of job search skills and the importance employers place on these skills. An outline of the job search skills is provided. The procedure section defines terms and explains the organization and use of materials. (YLB)

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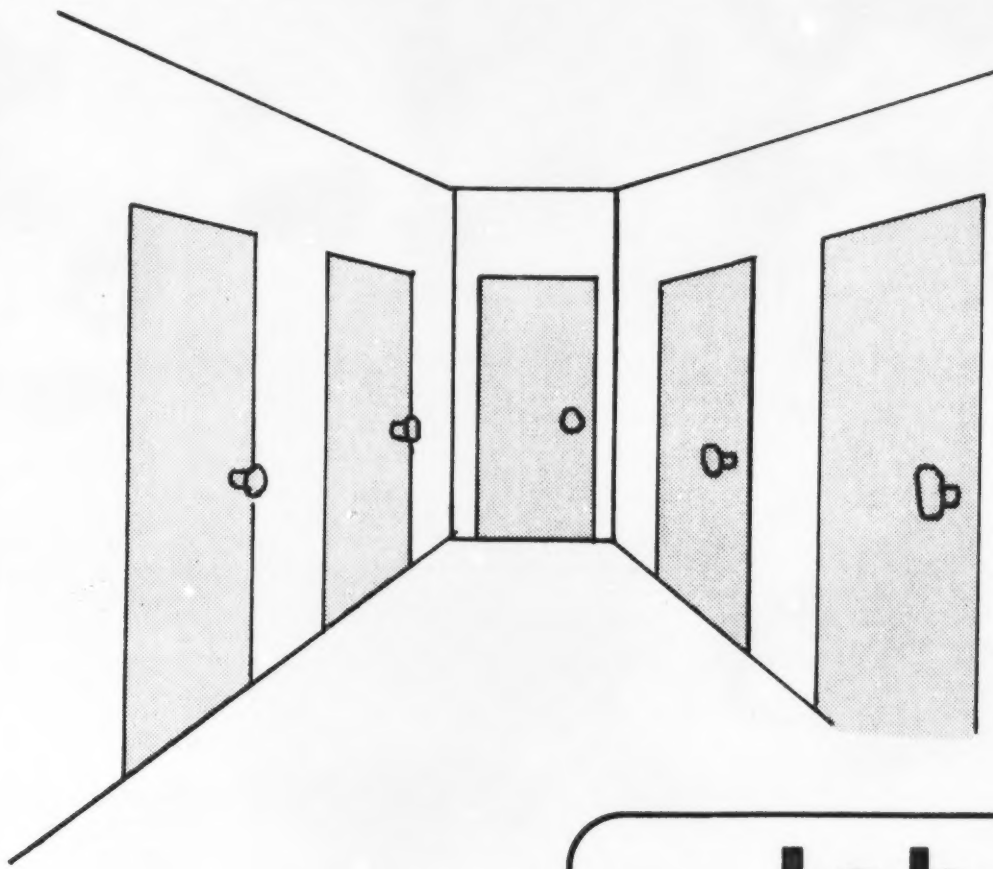

Job Search

Program Guide

CE031966

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U.S. DEPARTMENT OF EDUCATION
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- Developing educational programs and products
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The Job Search Skills training program is designed to help you get a job. It prepares you to enter each phase of job search.

Being prepared involves many things. It involves . . .

- being knowledgeable
- being thorough
- being well organized
- being resourceful
- being diligent
- being alert

Being prepared will bring you through the employer contact . . . to the application . . . to the interview . . . to the job.

Being prepared also demands time for . . .

- practice and
- growth.

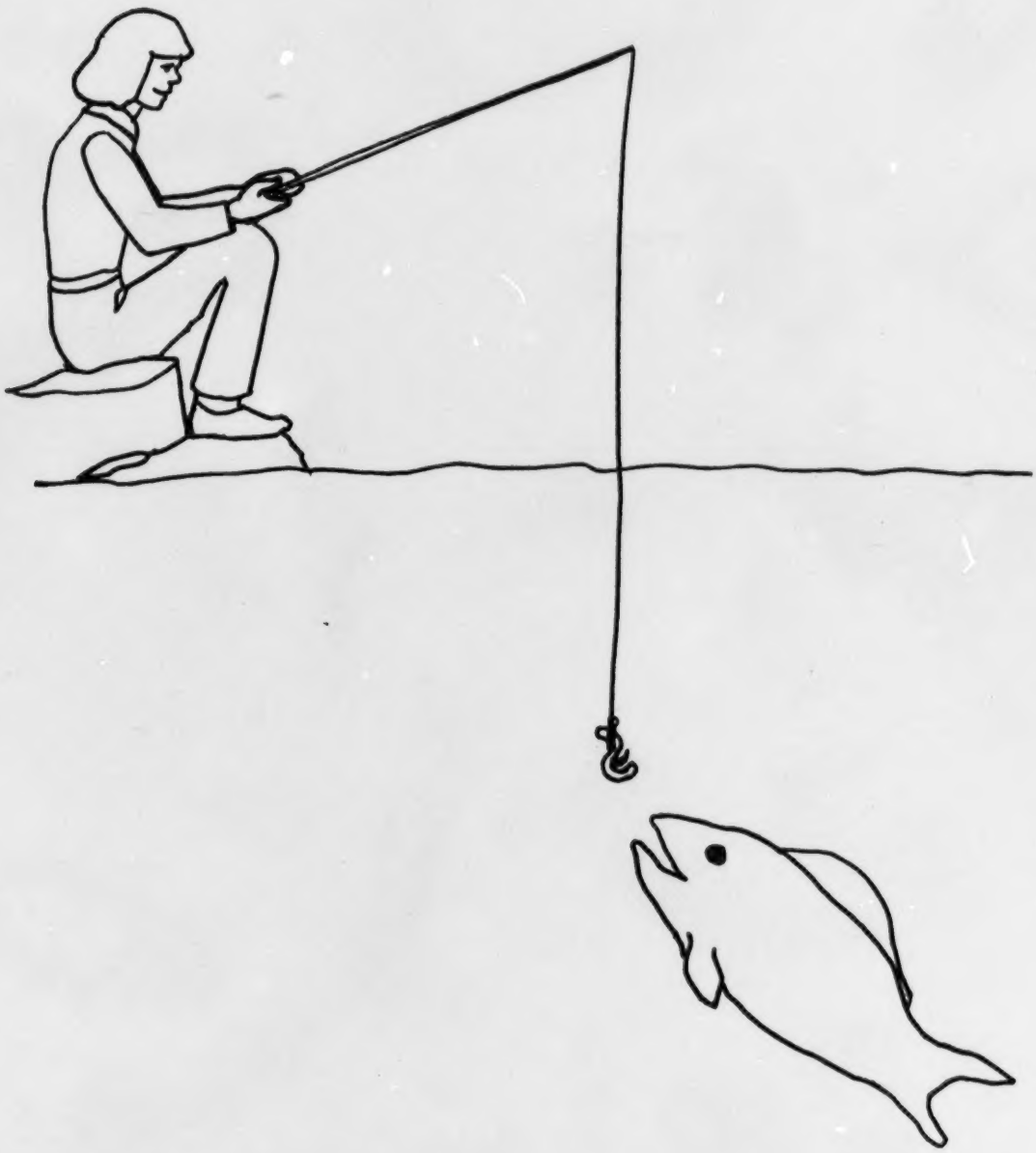
There are many chances for you to learn as you proceed through this program. After each step of your search, you will share experiences with other participants. You will examine . . .

- what you have done,
- how you have done it, and
- ways you can improve your techniques.

This analysis will help you to devise ways to improve as you continue the job search.

Other people will support you in your efforts: other participants. . . your instructor . . . your counselor . . . and even employers. They will help you develop the skills and <u>confidence</u> you need to get a job.

Work carefully. Be thorough. Listen to suggestions. Searching to find a job you want takes time and effort. But remember, the work you do today is the "bait" you will use to catch a job tomorrow.



An outline of job search skills follows on page 9. This outline lists the competencies or sets of skills people need to get hired for a job. The competencies were identified by a number of employers, placement officers, guidance counselors, and personnel directors. They are the competencies that lead job seekers to employment.

Look at the competency statements in the outline. Competencies are listed by whole number. They are written in all caps.

1.0: PREPARE FOR THE JOB SEARCH

2.0: SEARCH FOR AVAILABLE JOBS

3.0: APPLY FOR JOBS

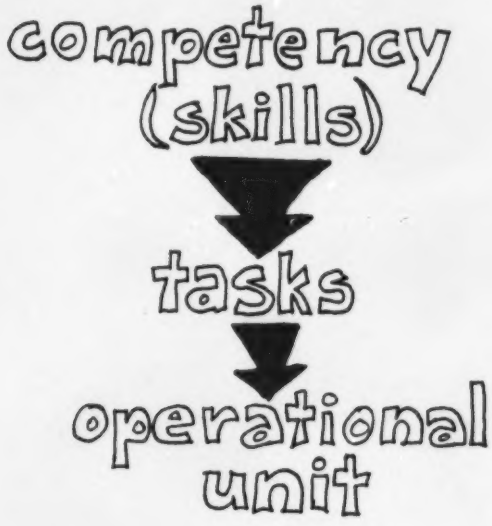
4.0: INTERVIEW FOR JOBS

5.0: HANDLE JOB OFFERS

Each competency is broken down into tasks. Tasks are parts of competencies. By performing the tasks, you will develop competencies. Tasks are numbered with decimals.

1.01: Choose a Job and Prepare for Employment

1.02: Compile Information for Application and/or Resumé



Each task is broken down into operational units. Operational units are units of work. They are parts of tasks. The operational unit to each task is designated by letter. It is enclosed in a box.

1.01A: Determine the Jobs For Which You Are Qualified

1.01B: Define the Hiring Practices for the Job

Read through the outline on the next page. Get to know the content areas. Then read the Procedure section of this booklet.

JOB SEARCH

1.0: PREPARE FOR THE JOB SEARCH

1.01: Choose a Job and Prepare for Employment

A. Determine the Jobs for Which You Are Qualified.

B. Define the Hiring Practices for the Job

C. Meet the Hiring Requirements

1.02: Compile Information for Application and/or Resume

A. Record Personal Data

B. State Your Career Objective

C. List Your Formal Education and Training

D. List Special Skills

E. List Your Work Experiences

F. List Volunteer Experiences

G. List Your Military Experiences

H. List Special Credits and Activities

I. List References

1.03: Prepare the Resume

A. Choose a Type of Resume to Prepare

B. Prepare a Draft Copy of the Resume

C. Prepare the Final Copy of Your Resume

2.0: SEARCH FOR AVAILABLE JOBS

2.01: Identify Potential Employers

A. Compile a List of Job Leads

B. Gather Facts About Job Leads

2.02: Decide Which Employers to Contact First

A. Relate Personal Skills to Job Leads

B. Relate Personal Preferences to Job Leads

2.03: Follow Job Leads

A. Prepare Your Message

B. Contact Employers By Telephone

C. Contact Employers in Person

3.0: APPLY FOR JOBS

3.01: Fill Out Applications

A. Anticipate Questions

B. Record Information Neatly, Clearly, Completely, and Correctly

3.02: Present Application

A. Find Out Relevant Facts

B. Seek an Appointment for an Interview

4.0: INTERVIEW FOR THE JOB

4.01: Prepare for the Interview

A. Make the Appointment

B. Make Arrangements to Get to the Interview

C. Anticipate Interview Questions

D. Prepare Your Physical Appearance

E. Take Necessary Materials

F. Be Punctual

4.02: Handle the Interview

A. Handle the Introduction in a Positive Way

B. Communicate Effectively with the Interviewer

C. Ask Questions About the Job and Company

D. Complete the Interview

4.03: Follow Up on the Interview

A. Evaluate and Improve Your Interview Techniques

B. Write a Thank You Letter to the Interviewer

C. Place Follow-Up Telephone Calls to the Interviewer

5.0: HANDLE JOB OFFERS

5.01: Find Out Information about the Job and Company

A. Identify Specific Items in the Job Offer

B. Find Out the Company's Policies and Procedures

5.02: Negotiate for the Job

A. Compare Job Offer Items with Personal Needs

B. Make a Job Choice

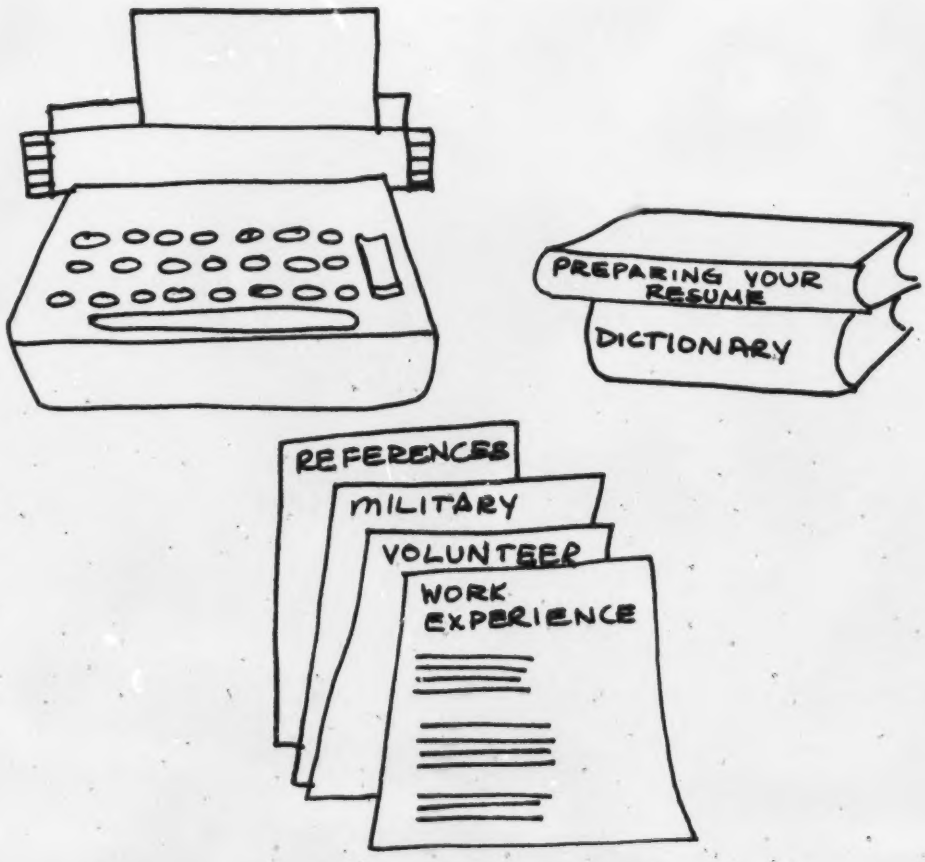
You are about to begin the Job Search Skills training program. In it you will follow a special course of instruction. It is called individualized competency-based instruction. That is a long title!

individualized competency-based instruction

•Competency-based instruction means the instruction is based on (built around) competencies or sets of skills.

•Individualized means it is designed for you and your needs.

Individualized competency-based instruction is special. It allows you to work on skills you need. For example, do you have a properly prepared resume? Yes? Then you do not have to develop this competency. You already have it. You can spend your time on competencies you need. Do you need to spend more time on learning to complete an application? Then do it. You can match this program to your needs.



There is another advantage to an individualized program. You can progress at your own pace. You may find that some skills are easy for you. They will require little time. Other skills may be especially difficult. They will require more time. You will determine the time you spend. You will set the pace. But don't allow yourself to become lazy. The earlier that you can become competent in these skills, the sooner you can go out and get a job.

There are five booklets in this program--one for each of the five competencies. Look at the booklet for Competency 1.0: Prepare for the Job Search. (There are five job search competencies.) Read the table of contents. See how each task and operational unit is listed. Note the page numbers. Then, turn to the first operational unit.

Each operational unit is titled in this way.

COMPETENCY 1.0: PREPARE FOR THE JOB SEARCH

TASK: 1.01: Choose a Job and Prepare for Employment

OPERATIONAL UNIT: 1.01A: Determine the Jobs for Which You Are Qualified

Next is the performance objective. This objective is a statement. It describes . . .

- the conditions under which you begin your performance:

  "Given instructions for learning about self and jobs."

- The job-related performance expected of you:

  "the learner will be able to identify at least one job for which he or she feels suited."

- the standards of performance

  "to the satisfaction of the instructor."

Next are the steps you will follow to do the unit of work.

STEP 1. Identify the job or kind of job you would like.

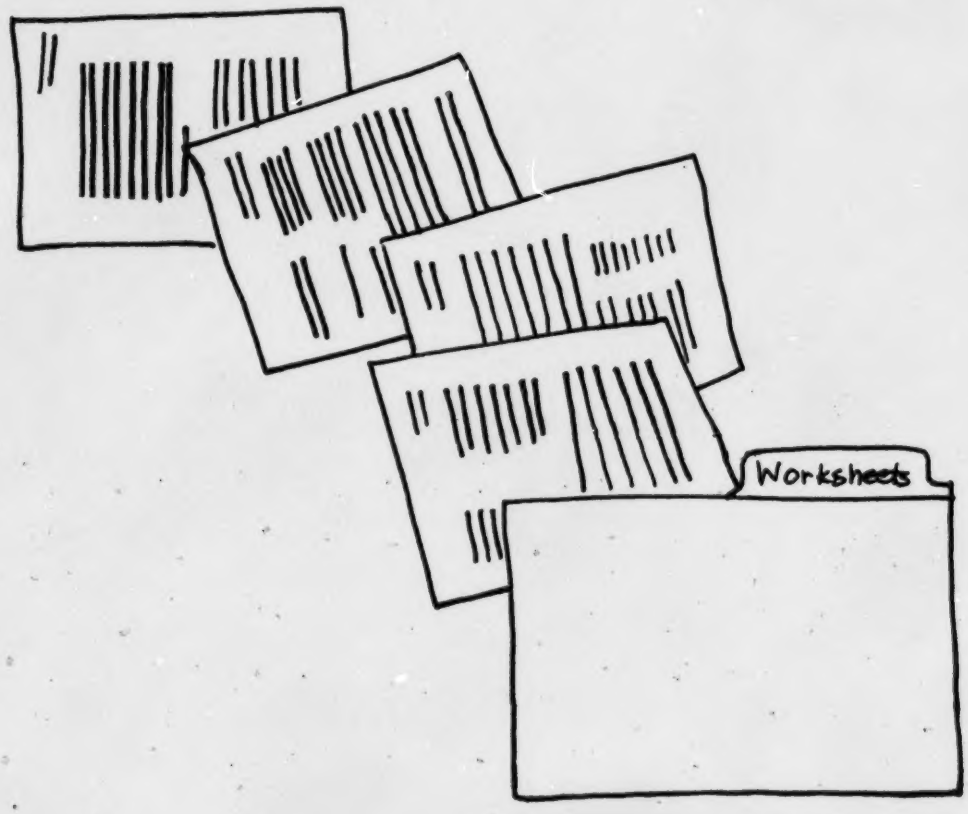
Following are the procedures you will follow to do the steps.

a. Identify your interests and abilities. Do Part 1 of Worksheet 1.01A.

b. List your interests and abilities. Record this and all information on Part 3 of Worksheet 1.01A

c. List any jobs you have enjoyed in the past.

The information sheets and worksheets for each unit follow the pages of steps and procedures. Keep your completed worksheets in the booklets. Add other pages (lists and so forth) by slipping them inside the back covers. Or place all worksheets in a file folder. The worksheets should be well organized and easy to locate. You will refer to them throughout the program.

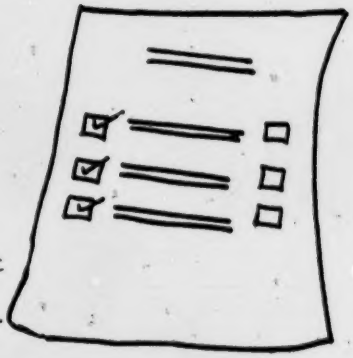


After you complete all the procedures and steps, in a unit, STOP. Decide how you are doing.

Are you in doubt about any part of the unit? If so, you must seek help from your instructor and repeat the unit.

Next, you will rate yourself on the evaluation checklist. (The evaluation checklist is at the end of the unit.)

Do you feel you have satisfactorily completed the unit? Then, take your worksheet to the instructor. Your instructor will check your work and rate you on the checklist.



This checklist is a helpful tool. It will tell you the sets of skills you have. It will tell your instructor--and prospective employer--the skills you have.

Now talk with your counselor. Talk with your instructor. Review your experiences. Are there some competencies you can demonstrate (show) now? For example, do you have a properly prepared resume?

Read the evaluation checklists on the operational units. Can you perform the steps? If so, see your instructor. Ask him or her to evaluate you. Then, find out where to begin. Seek your instructor's advice.

Now, being to work on a competency you need.

Good luck! Enjoy the Job Search Skills training program. Then get a job!